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GOVERNOR

*State of Alabama*  
**Alabama Department of Corrections**

Alabama Criminal Justice Center  
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Richard F. Allen  
COMMISSIONER

September 19, 2007

**ADMINISTRATIVE REGULATION  
NUMBER**

002

**OPR: RESEARCH AND PLANNING**

**ORGANIZATION AND OBJECTIVES**

**I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) defines the Departmental organizational structure and defines the objectives.

**II. POLICY**

It is the policy of the ADOC to operate within the duties and responsibilities established by the Code of Alabama 1975 as amended.

**III. DEFINITION(S) AND ACRONYM(S)**

- A. Commissioner:** The departmental head of the Alabama Department of Corrections is appointed by and serves at the pleasure of the Governor, hereinafter referred to as “the Commissioner.”
- B. Department of Corrections:** The department shall be an administrative department responsible for administering and exercising the direct and effective control over penal and corrections institutions throughout the state.
- C. Chief Deputy Commissioner:** An appointed person that shall serve at the pleasure of the Commissioner.
- D. Deputy Commissioner:** An appointed person that shall serve at the pleasure of the Commissioner.
- E. Associate Commissioner:** A person that has been appointed by the Commissioner subject to the State of Alabama Personnel Merit System.
- F. Institutional Coordinator:** A person appointed by the Commissioner subject to the State of Alabama Personnel Merit System.

#### IV. **RESPONSIBILITIES**

- A. The Commissioner is responsible for:
  - 1. Serving as and exercising authority, functions and duties of the Commissioner of Corrections.
  - 2. Appointing the Chief Deputy Commissioner, Deputy Commissioner(s), Associate Commissioner(s) and employees, subject to the State of Alabama Personnel Merit System, required for the performance of the duties and shall fix and determine their qualifications, duties and authority.
  - 3. Creating divisions as may be necessary for its effective administration.
  - 4. Appointing Wardens and designated assistants from the State Personnel Merit System register.
- B. The Chief Deputy Commissioner and Deputy Commissioner(s) and employees shall serve at the pleasure of the Commissioner.
- C. The Associate Commissioner(s) shall serve in positions determined by the Commissioner.
- D. The Institutional Coordinator(s) shall be responsible for the operation of institutions in their assigned area.
- D. The Wardens are responsible for the operation of the assigned respective institution.
- E. The Division Directors are responsible for the operation of the assigned respective divisions.
- F. Annex A, *ADOC Organizational Chart* further defines the organizational structure and functional responsibilities.

#### V. **PROCEDURES**

- A. The mission of the Alabama Department of Corrections is to confine, manage and provide rehabilitative programs for convicted felons in a safe, secure and humane environment, utilizing professionals who are committed to public safety and to positive re-entry of offenders into society.
- B. The objectives of the Department are to:
  - 1. Administer sentences of the courts by controlling offenders while

respecting the constitutional and human rights of persons.

2. Aid in preparing committed offenders for return to the society as useful persons.
3. Utilize inmate manpower for the public benefit.
4. Search for causes of and the means for preventing or treating delinquent and criminal behavior.
5. Conduct the business of the Department in the most effective and economical manner.

**VI. DISPOSITION**

There are no forms used in this regulation, therefore, no disposition instructions are needed.

**VII. FORMS**

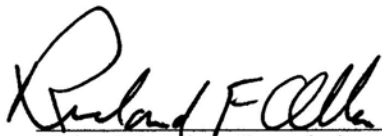
There are no forms prescribed by this regulation.

**VIII. SUPERCEDES**

This regulation supercedes AR 002, *Organization and Function*, dated July 10, 1995 and any changes thereafter.

**IX. PERFORMANCE**

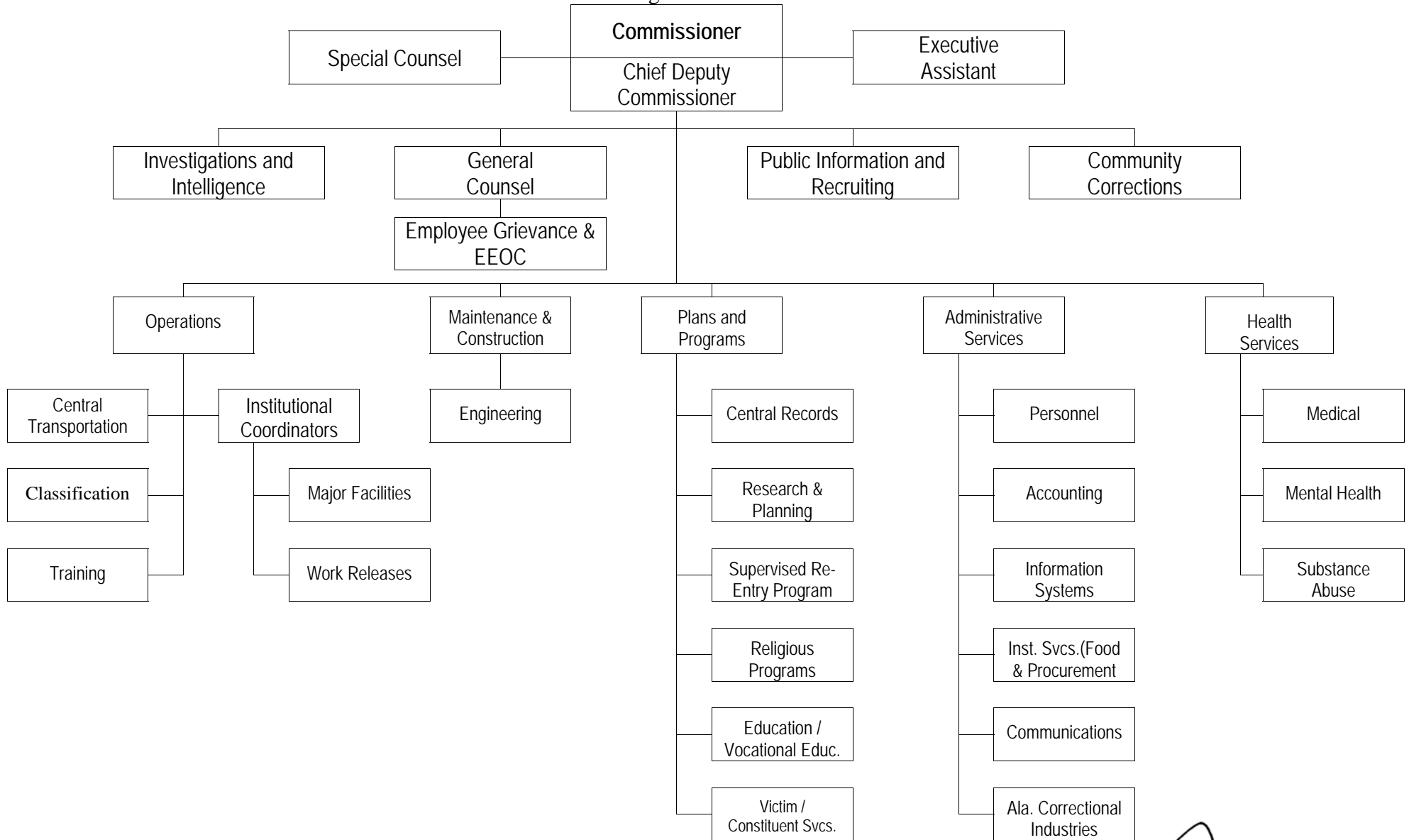
Code of Alabama, 1975, as amended, Section 14.

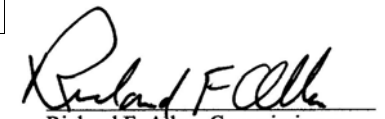
  
Richard F. Allen, Commissioner

**ANNEX(S):**

- A. *ADOC Organizational Chart*

**Alabama Department of Corrections**  
**Organization Chart**



  
 Richard F. Allen, Commissioner